DOCUMENT NO. 5387
ADOPTED

MEMORANDUM

March 14, 1991

TO: BOSTON REDEVELOPMENT AUTHORITY and
STEPHEN COYLE, DIRECTOR

FROM: JOSEPH J. NOONAN, ASSISTANT DIRECTOR FOR MANAGEMENT AND BUDGET and
BERNICE McLENNAN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: VOLUNTARY TERMINATION PROGRAM

Authorization is requested to offer a Voluntary Termination Bonus Program, modeled after the City of Boston Program, to all full-time employees who have been employed with the BRA at least one year. Employees who have previously accepted retirement bonuses would be specifically excluded from this program.

The Voluntary Termination Program would begin on March 15, 1991. Employees who resign voluntarily by May 3, 1991 will be granted a cash bonus of $6,000.

Employees who choose to voluntarily resign and accept the BRA bonus will not be eligible for rehire with the BRA for two years. If for any reason an employee was rehired before the expiration of that two year period, that employee would be required to pay back the cash bonus.

Current BRA policy will be followed in regard to payment for unused leave time.

VOTED: That the Director be, and hereby is, authorized to offer the attached Voluntary Termination Program to all employees with one year of full-time service.

Attachment I

BOSTON REDEVELOPMENT AUTHORITY

VOLUNTARY TERMINATION PROGRAM

The BRA is offering a Voluntary Termination Program (VTP) to all BRA employees with at least one year full-time service.

The Human Resources Division is responsible for implementing the VTP and will handle the details of the program.

Following are the pertinent facts of the program:

1. The program is voluntary in nature.

2. The offer opens on March 15, 1991 and expires on May 3, 1991. The application form must be signed and accepted by the Director of Human Resources by that May 3rd date.

3. The offer is open to all BRA employees with at least one year full-time service. Employees who have previously accepted retirement or termination bonuses are specifically excluded from this offer.

4. Employees who resign voluntarily by May 3, 1991 will be granted a bonus of $6,000.

5. Current BRA policy will be followed in regard to payment for unused leave time.

6. BRA employees who choose to voluntarily resign and accept the BRA bonus will not be eligible for rehire with the BRA for 2 years. If for any reason an employee was rehired before the expiration of that 2 year period, that employee would be required to pay back the cash bonus.

7. Current BRA policy will be followed in regard to payment for unused leave time.

Attachment II

BOSTON REDEVELOPMENT AUTHORITY
VOLUNTARY TERMINATION PROGRAM

I, _____, acknowledge that my separation from the Boston Redevelopment Authority is voluntary and in compliance with the guidelines established by the BRA Voluntary Termination Program. I understand that the BRA advises me to consult an attorney before accepting this offer.

_____ _____
Signature Date

_____ _____
Director of Human Resources Date